

## CHAPTER 6

ACCOUNTABILITY. DISPOSAL. AND  
DEMILITARIZATIONA. NONNUCLEAR MISSILES AND ROCKETS  
( CATEGORY I )

1. General. Each DoD Component having custody of nonnuclear missiles and rockets as defined herein shall establish and maintain records that will provide for continuous accountability. This shall include those issued for training and shall require the return of unexpended missiles and expended residue. When applicable, such records shall be maintained by serial number. Incoming shipments shall be inventoried promptly after receipt to ensure that all items have been received. Contracts for procurement of nonnuclear missiles and rockets shall provide for individual item serialization.

2. Inventories. In addition to the requirements in DoD Instruction 4140.35 (reference (p)), the following apply:

a. Unit Level. A 100-percent physical count shall be taken monthly. A 100-percent physical inventory by serial number shall be taken quarterly.

b. Depot, Post. or Base Level. A 100-percent physical count shall be taken semiannually.

B. SMALL ARMS

1. Small Arms serial number registration and reporting. Small arms, as defined in the definitions section shall be reported in accordance with DoD 4000.25-2-M (reference (j)) and DoD 4140.52 (reference (q)).

b. Delineation of  
Responsibilities

(1) The Department of the Army is the assigned agency responsible for operating and maintaining the DoD central registry which maintains control over serial numbers of arms as defined herein and a file of those arms that have been lost, stolen, demilitarized, or shipped outside the Department of Defense. The DoD central registry shall be updated by tapes, forwarded to it monthly from the DoD Component registries, containing in serial sequence the most recent list of serial numbers of arms for which the DoD Component maintains accountability, and a history file of arms reported lost, stolen, demilitarized, or shipped outside the control of the Department of Defense.

(2) The Department of the Army shall consider adding a separate category to the DoD registry for serial numbers of missiles, rockets, munitions, and other military items requiring DoD- wide tracking, because of the sensitivity or value.

(3) Each DoD Component is responsible for maintaining an automated registry for serial numbers of arms in their inventory. The registry shall be updated based on transaction reporting; for example, receipts, issues, and turn-ins.

(4) When the DoD central registry receives an inquiry concerning a lost, stolen, or recovered weapon that is listed with the registry as DoD property, or as missing from a DoD activity, the central registry shall inform the affected DoD Component. The DoD Component shall establish procedures to ensure that:

(a) Such losses, thefts, or recoveries are, or have been, appropriately investigated as required in section I of Chapter 2 and reported as outlined in Chapter 8 of this Manual.

(b) DoD Component ~~AA&E~~ recovered by police or investigative agencies are returned to DoD control for disposition upon completion of investigative and prosecutive action.

c. Exclusions. Privately owned arms and arms purchased with non-appropriated funds are exempt from being reported to the DoD central registry. However, each post, camp, station, or base having nonappropriated fund arms shall establish procedures to identify such weapons by type and serial number.

d. General Procedures

(1) The arms serial number registration and reporting procedures shall ensure control over all arms serial numbers from manufacturers to depot, in storage, in transit to requisitioners, in installation or unit custody, in the hands of users during turn-ins, in renovation, and during disposal or demilitarization. The DoD central registry shall maintain records of serial number adjustments and shipments to flag rank officers, foreign military sales (FMS) and grant aid, activities outside the control of the Department of Defense, and transfers between DoD Components. Incoming shipments shall be inventoried promptly after receipt to ensure that all items have been received and entered into the DoD central registry or the DoD Component registry, as appropriate.

(2) National or DoD Component-assigned stock numbers shall be used by the DoD Components for the initial load and all later

transactions to the DoD central registry.

(3) All arms, regardless of origin, that are accounted for in unclassified property records, shall be reported. Automatic weapons shall be reported on a priority basis.

(4) Arms with NSN or serial number missing, obliterated, mutilated, or illegible shall be reported, when discovered, to the DoD central registry by message or letter for assignment of NSN and management control serial number. The following format will be used:

NSN (NSN or "None")  
Serial Number (SN or "None")  
Description (Make, model, caliber or any other nomenclature data)

(5) When the DoD central registry identifies duplicate serial numbers by weapon type in the DoD Components, appropriate instructions shall be provided by the U.S. Army Armament, Munitions and Material Command Material (AMCCOM) for the modification of the serial numbers. Movement and shipment of weapons shall be held in abeyance pending correction of serial numbers.

(6) To ensure the DoD central registry is properly maintained, the following is required for small arms shipments:

(a) Two weapon serial number (USN) control transaction cards for each weapon in the shipment shall be attached to the supply documentation.

(b) When operational procedures prevent compliance with subparagraph B.1.d.(6)(a), above, a listing of WSNS shall be attached to the supply documentation.

(c) Incoming shipments shall be opened by a

designated receiver and the receipt of each item verified by check of the serial number. However, incoming shipments from procurement received at depots that are preservation packaged need not be individually checked if the contract provides for 100-percent serial certification by the contractor that is checked by the Government contract representatives based upon acceptable sampling techniques. In this latter case, however, the receiving activity randomly shall sample to verify the accuracy of serial numbers in each shipment from new procurement.

(7) The DoD Component registries shall reconcile inter-Service transfers of weapons on a transaction-by-transaction basis. Follow-up procedures shall be established to ensure that the loop is closed on inter-Service transfers.

(8) Questions concerning the daily operations shall refer to the DoD Central Registry. The DoD central registry address is

Commander, U.S. Army Armament,  
Munitions,  
and Chemical Command  
ATTN: AMSMC-MMD-LW  
Rock Island, Illinois 61299-6000

## 2. PHYSICAL INVENTORY CONTROL

a. General. All items included in the definition of the term "arms" shall be subjected to physical inventory control procedures contained in DoD 4000.25-2-M (reference (j)) and DoD Instruction 4140.35 (reference (p)). The provisions of reference (j) and (n), require a high degree of protection and inventory control specified for sensitive items, apply.

b. Policy And Procedures. Policy and procedures for physical inventory control are contained in DoD 4000.25-2-M (reference (j)) and DoD Instruction 4140.35 (reference

(p)).

(1) The nature and sensitivity of arms control dictates strict adherence to the provisions of reference (p) about physical inventories, research, location and audit, retention of accountable documentation, quality control, and inventory effectiveness reporting.

(2) The special provisions for controlled inventory items are important to the control of arms. In addition to the provisions in reference (p), the following minimum requirements shall be met:

(a) Unit Level.  
A 100-percent physical count shall be taken monthly and an inventory by serial number shall be taken quarterly, except for boxed and banded arms. In this latter case, the count and inventory shall consist of a 100-percent count as reflected by the number of items listed on the boxes. Any evidence of tampering shall be cause for a box to be opened and a 100-percent count taken of the weapons inside. Inventory records shall be maintained for a minimum of 2 years for inventories that do not reflect discrepancies and 4 years for records that do reflect discrepancies.

(b) Depot, Post, or Base Level

1 Those small arms not already entered into the Component and DoD registries shall be completely inventoried and reported in accordance with DoD 4000.25-2-M (reference (j)) and DoD 4140.52 (reference (q)).

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Thereafter, the inventory shall be taken once each fiscal year at depot and semiannually at post or base level. These inventories shall

consist of a 100-percent count as reflected by the number of items listed on the boxes. A complete count shall be made of the contents of every box that is opened? damaged, or shows signs of tampering. The inventory records shall be maintained as required in subparagraph B.2.b.(2)(a), above.

### C. AMMUNITION AND EXPLOSIVES

1. General. All items included in the definition of the terms "Ammunition" and "Explosives" shall be subject to physical inventory control policy and procedures contained in DoD 4000.25-2-M (reference (j)) and DoD Instruction 4140.35 (reference (p)). The provisions of the references (j) and (p), require a high degree of protection and inventory control specified for sensitive items, apply. Upon receipt a check shall be made to verify that all items shipped have been received.

2. Policy and Procedures. Detailed policy and procedures for physical inventory control of ammunition and explosives are contained in references (j) and (p). The nature and sensitivity of ammunition control dictates strict adherence to the provisions of reference (j) and (p) on physical inventories, research of potential inventory adjustments, reversal of inventory adjustments, retention of accountable documentation, quality control, and inventory control effectiveness reporting. The special provisions for controlled inventory items are important in the control of ammunition and explosives.

### D. INVENTORY LOSSES

Accounting and inventory losses of AA&E shall be handled in accordance with the provisions of DoD 7200.10-M (reference (k)) and DoD 7220.9-M (reference (r)).

### E. INVENTORY CONTROL EFFECTIVENESS REVIEW

Inventory control effectiveness reviews shall be conducted by the DoD Component concerned.

### F. DISPOSAL AND DEMILITARIZATION

Disposal of all excess and surplus arms, arms parts, ammunition, and explosives is governed by DoD 4160.21-M (reference (s)). The demilitarization of AA&E shall be accomplished in accordance with DoD 4160.21-M-1 (reference (t)). AA&E undergoing demilitarization must be transported and stored in accordance with this Manual until demilitarization is completed. AA&E being disposed of without demilitarization (FMS, transfer to law enforcement agencies, and the like) shall be transported and stored in accordance with this Manual until accountability is transferred. The following also apply:

#### 1. General

##### a. Small Arms.

Demilitarized small arms shall be reported in accordance with DoD 4000.25-2-M (reference (j)) and DoD 4140.52 (reference (q)).

##### (1) A

demilitarization certificate shall be furnished to the DoD central registry in the case of each arm released from U.S. control.

##### (2) A

demilitarization certificate shall be completed by a technically qualified U.S. Government representative before residue from the demilitarization process is released from U.S. control.

##### b. Ammunition. Defense

Reutilization and Marketing Offices (DRMO) are not permitted to receive

live ammunition items. DRMO may receive inert ammunition components. In the United States, ammunition shall be demilitarized by a DoD Component activity having such capability. Overseas, where U.S. forces do not have the capability to demilitarize ammunition items, demilitarization may be performed by approved contractors who are licensed or controlled by the government of the country in which the contractor operates. The Military Departments are responsible for the economical and effective demilitarization of ammunition under their accountability. A certificate as prescribed by DoD 4160.21-M-1 (reference (t)) shall be executed by a technically qualified U.S. Government representative for all items demilitarized.

**c. Explosives.** In addition to the requirements above, sales of surplus explosives in the United States are limited to individuals and companies holding a valid users or dealers license issued by the Bureau of Alcohol, Tobacco and Firearms, U.S. Department of the Treasury. Overseas sales are limited to companies controlled or licensed by the respective government. Purchasers of explosives must provide a "Certificate Regarding End Use of Explosive Materials" as prescribed in DoD 4160.21-M (reference (s)).

## 2. Procedures

Detailed procedures for disposal are included *in* reference (s). Detailed procedures for demilitarization are included in reference (t). Each DoD Component shall establish procedures to ensure that items shipped to DRMOs are not dropped **from accountability** supply records until they are in receipt of turn-in documents from the DRMO and transaction records are reconciled.